



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 11, 2021, 4:30 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

- I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from April 27, 2021.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Mechanic - Parks, Recreation & Forestry
 - b. Sewer Worker Foreperson - Public Works

F. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: May 25, 2021

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov

- 2) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Personnel Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

+19292056099,,86846491807#,,,,*298054# US (New York)

+13017158592,,86846491807#,,,,*298054# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 11, 2021

PREPARED BY**AGENDA ITEM # E.1**

Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Mechanic - Parks, Recreation & Forestry
- b. Sewer Worker Foreperson - Public Works

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Request to Fill Memo 5.11.2021
- 2. Mechanic - J. Van Laanen 05.14.21
- 3. Sewer Worker Foreperson - S. Martens 05.04.21

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 11, 2021

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2021 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Mechanic – Replacement position due to the resignation of Josh VanLaanen effective May 14, 2021. Salary range: \$24.74 to \$29.09 per hour
- Sewer Worker Foreperson – Replacement position due to a vacancy effective May 4, 2021. Salary range: \$26.91 to \$31.65 per hour

**Position Fill Request
Justification Report
May 3, 2021**

Position Title: Mechanic

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

X Replacement Position Not a Replacement Position

Josh VanLaanen is resigning his position as a Mechanic with the City of Green Bay effective May 14, 2021.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This is a position funded in the 2021 budget with 100% in the General Fund 101: Division 630 Parks. The Mechanic position is in pay grade H of the City pay plan. The current rate of pay is \$24.74 - \$29.09 per hour.

- 3. Please list the functions and any special information regarding this position.**

This position is responsible for year-round repair and maintenance of Park and Forestry vehicles and equipment.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Vehicle and equipment repairs are done to ensure preventive maintenance has taken place. This position also works on deferred maintenance projects and the Bay Beach rides during the on and off seasons to assist with ensuring all equipment meets safety and production standards. Position also provides fabricating for special products and needs throughout the Park and Rec properties.

- 6. If duties of position are presently being done, how are they done?**

All duties are done by the five current Park Mechanics and one from Forestry. However, we are still behind on repairs to vehicles, equipment because of the reduction in spending during 2020 due to the pandemic and reduced revenue.

- 7. What service would be reduced or eliminated if this position is not filled?**

Park, Forestry and Bay Beach equipment would be down for unacceptable periods of time. Mechanics also perform safety evaluations of Park and Forestry Equipment, and we do not want to reduce the safety of park patrons and other City employees.

8. What are the alternative methods and costs of accomplishing the work?

Having a fully staffed mechanical operation is the most efficient and economical method of inspecting, repairing, and improving Park, Forestry, and Bay Beach equipment. The vehicles, rides, and equipment at Bay Beach that our mechanics maintain are so diverse and eclectic that it would (and does) take years of experience to do the job properly.

9. Are there union issues?

No.

10. Other supporting comments.

In order to have our Park Department Vehicles and Equipment maintained and available for all of our Vehicles and equipment our Parks and Forestry Department are able to perform all the necessary upkeep to include tree trimming and removal, cutting mowing, etc., of all of our Parks, trails and greenways.

**Position Fill Request
Justification Report
May 5, 2021**

Position Title: Sewer Worker Foreperson – DPW Utility Division/Sewer Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X Replacement Position Not a Replacement Position

This position is vacant as the result of the end of employment of Sewer Worker Foreperson, Scott Martens, effective May 4, 2021.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base wage for this position is \$26.91-\$31.65 per hour.

- 3. Please list the functions and any special information regarding this position.**

The Sewer Worker Foreperson is responsible for daily oversight of daily activities, leading problem-solving issues, and communicating issues between field crews and the Sewer Section Superintendent. The Sewer Worker Foreperson makes sure that daily activities proceed as assigned.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not directly generate revenue for the City. Sewer Section is funded by sanitary and storm water user fees. The systems must operate properly for users, or they cannot be used. Also, in-house work programs reduce the need to contract out for services, and improve sewer service to City residents.

- 5. Please explain why current staff is unable to absorb duties of this position.**

This is a leadership position that requires understanding of all elements of Sewer Section functions, maintenance techniques, logistics, and associated safety issues. The Foreperson takes on a management-type role for decision-making, and work coordination/prioritization in the absence of the Superintendent, and deals with resident complaints/concerns. This position is necessary for the successful completion of Sewer Section field assignments.

- 6. If duties of position are presently being done, how are they done?**

Duties of the Sewer Worker Foreperson will be conducted by another Sewer Section Worker in the absence of a regular Foreperson. This takes away from other duties required of the Sewer Section.

7. What service would be reduced or eliminated if this position is not filled?

Sewer Section will continue to perform all of its core services. The City cannot stop maintaining its sewer systems, as they directly impact the health and welfare of residents. However, a reduction in staffing will result in a lower level of service to residents.

8. What are the alternative methods and costs of accomplishing the work?

There are no indicated alternatives to a missing key leadership position. DPW – Utility Sewer and Bridge Section must maintain proper leadership to assure the completion of daily assignments. If not, the section will cease to function. The only other alternative would be to outsource all City sewer services.

9. Are there union issues?

No

10. Other supporting comments.

None

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 11, 2021**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer Recruit	Police	Mark Olendzki	4/23/2021
Parking Maintenance Tech	Public Works	Timothy Kosch	4/21/2021
<u>Rehire</u>			
Patrol Officer	Police	Cameron Boersma	4/21/2021
<u>Transfer</u>			
Parking Maint Tech	Public Works	David Falk	4/26/2021
Park Maint Worker	Park, Recreation & Forestry		
Truck Driver - Street	Public Works	Nicholas Petersen	5/3/2021
Laborer - Street			
<u>Grade/Step Change</u>			
Planner I	Community & Economic Development	Madison Smith	4/1/2021
Commercial Building Inspector	Community & Economic Development	Rob Cormier	5/11/2021
Assistant City Engineer	Public Works	Trista Hobbs	4/20/2021
Transit Dispatch	Transit	Ashton James	5/5/2021
Mechanic	Parks, Recreation & Forestry	Benjamin Smits	4/8/2021
Mechanic	Parks, Recreation & Forestry	Peter Smet	4/30/2021
Painter	Parks, Recreation & Forestry	Frank Theys	4/20/2021
Forestry Worker II	Parks, Recreation & Forestry	Nicholas McDonald	4/17/2021
<u>End of Employment</u>			
Community Service Officer	Police	Kyle Phillips	4/23/2021
Police Chief	Police	Andrew Smith	5/3/2021
Sewer Foreperson	Public Works	Scott Martens	5/4/2021